

CHC BUDGET MEMO

COUNTY HISTORICAL COMMISSION TEMPLATES



County Historical Commissions (CHC) may use this information to strengthen organizational structures and appointee management policies. CHCs should work with county officials to ensure that language and intention is constructive, ethical, and legal prior to applying or implementing related policies.

NOTE: County commissioners courts are governing authority for CHCs. THC has no role in administering CHC business; these templates simply provide support for CHCs that request help to improve communication.

INSTRUCTIONS: Transfer this text onto CHC letterhead and edit budget tables as necessary.

To: Post Oak County Judge and Commissioners

**From: Post Oak County Historical Commission (CHC)
John Ford, CHC chair**

Date: May 1, 2020

Re: CHC Proposed Budget for September 2020 through August 2021

The CHC plans to present its annual budget for Fiscal Year 2021 at the June 15, 2020, commissioners court meeting. To ensure the budget meets with your approval, the CHC is submitting the attached proposed budget for your consideration.

If possible, we'd appreciate your comments by June 1, 2020, so that we have time to make necessary modifications prior to the June 15, 2020, meeting. Responses via email are welcome but we also can meet you individually to answer any questions about the proposed budget and the work we plan to undertake in the coming year.

The attached budget is based on 2019 pricing. We anticipate some changes in 2020 pricing; however, we believe the increases will be minimal in nature. As in the past, we will report to court on a quarterly basis to update county officials on project status, budget updates, and requests for additional funding.

We offer one point of clarification. Our special project—Historical Picture Display—was approved by commissioners court in 2019, with the understanding that some additional costs outside the CHC's traditional allocation would be required. The commissioners court asked the CHC to outline costs outside of the annual allocation and submit the information with this year's proposed budget. The project's additional costs are itemized on the proposed budget.

Please contact me if you have any questions or concerns about the proposed budget, especially concerns that would prevent the CHC from completing this courthouse display in 2020.

Thank you for your time and consideration.

John Ford, Post Oak CHC Chair

POST OAK CHC OPERATING FUNDS FOR FISCAL YEAR 2021:

Junior Historian Program, supplies for bi-monthly meetings	\$300.00
Final consultant funds to complete National Register nomination for old jail	600.00
Reprint of historical photos for Historical Picture Display in courthouse	200.00
Framing & Mounting of Pictures and Maps (for Historical Picture Display)	400.00
Supplies for cleaning markers and cemeteries for the year	300.00
Funds not designated / 10% contingency funding for year	200.00
Total budget applied to estimated county allocation*	\$ 2,000.00

**\$2,000 county allocation has been provided to CHC since Fiscal Year 2017.*

SPECIAL FUNDS necessary to complete Historical Picture Display:

Lighting and installation for Historical Picture Display in courthouse	\$2,500.00
Archival supplies for photos and negatives donated for courthouse display	500.00
Conservator consultant (charging reduced rate to help with display)	500.00
Total budget applied to the special funds needed to complete display	\$ 3,500.00

Please contact the CHC with comments and questions. **If possible, please provide feedback by June 1, 2020**, so that we can submit an updated budget in county commissioners court on June 15, 2020.

John Ford, Post Oak CHC chair
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